Conestoga College Volunteer Management Certificate Program: #1239

The Volunteer Management Certificate Program provides students from across Canada with the knowledge, resources, and tools to be effective, creative, and inspiring managers of volunteers. The program can be completed entirely online within a year. Graduates receive a Conestoga College certificate.

This national program is offered in partnership with the Volunteer Management Professionals of Canada (VMPC). The courses align with the accepted professional and program standards established by the Volunteer Management Professionals of Canada, Volunteer Canada, and the National Occupational Standards.

There are two program start dates: September 10, 2023, and January 8, 2024. The program consists of three consecutive courses, each 12 weeks long and 42 hours in length. The program is completed entirely online. We offer six optional, one-hour virtual classroom meetings per course for networking, discussions, and extra support.

Individuals receive professional information, resources, tools, and templates to develop a strong volunteer engagement program. We use a unique portfolio approach that allows you to create a program from scratch or enhance an existing volunteer program.

Instead of tests or research papers, you will develop policies and procedures, position descriptions, risk assessment tools, volunteer applications, marketing and recruitment plans, structured interviews, orientation sessions, supervision and support strategies, recognition events, strategic plans, and program evaluation tools.

The program is ideal for anyone seeking a career change or working with volunteers in social services, recreation and sports, libraries, arts and culture, hospitals, long-term care, health care, municipalities, or faith-based organizations. The skills are highly transferable for supervisory or leadership roles. It provides a foundation for individuals with three years of experience pursuing a CVA designation in Volunteer Administration.
There is one textbook for the entire program. The *Volunteer Administration Professional Practice*, 4th edition, is an advanced textbook costing approximately $135.00. An optional textbook, *Volunteer Management, Mobilizing all the Resources of the Community* 3rd edition, is an introductory textbook (E-Book) for approximately $40. All other resources are provided.

**Approximate Costs for the Entire Program** - $1200

**Program Name**: Volunteer Management Certificate Program

**Program Code**: #1239

**Program Start Dates**: September 2023 and January 2024

**Program Courses**: *The courses are taken in order and cannot be completed at the same time*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Start Dates</th>
<th>Cost per Course</th>
<th>Essential Assignments</th>
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</table>
| VOLM1101    | Volunteer Management   | September 11, 2023 – January 8, 2024| $350.00         | • Core Competencies  
• Philosophy of Volunteerism  
• Mini Quiz  
• Policy & Procedure  
• Case Study |
| (Course 1)  | Foundations            |                                     |                 |                                                                   |
| VOLM1111    | Volunteer Management   | January 8, 2024 – April 8, 2024     | $350.00         | • Position Description & Risk Assessment  
• Recruitment Plan  
• Application & Screening  
• Structured Interview  
• Orientation Plan  
• Performance Feedback Tool |
| (Course 2)  | Core Skills            |                                     |                 |                                                                   |
| VOLM1121    | Volunteer Management   | April 8, 2024 – September 9, 2024   | $350.00         | • Recognition Plan  
• Strategic Plan  
• Outcomes Based Evaluation  
• Leadership & Advocacy Plan |
| (Course 3)  | Applications            |                                     |                 |                                                                   |

**Do not wait until course registration opens. Space is limited; apply early.**

**Program Application Link**

This is a restricted program, and you must officially apply before you can register for a course. There is a $35 registration fee. Contact the Program Coordinator for more information or details.

**Contact Information:**
Deborah Young, CVA  
Program Coordinator, Volunteer Management Certificate Program

Email: dyoung@conestogac.on.ca  
Website: Volunteer Management Certificate Program